



Editing a Wiki Space <http://www.wikispaces.com/>

According to Wikipedia, “A wiki is a collection of web pages designed to enable anyone who accesses it to contribute or modify content, ... Wikis are often used to create collaborative websites and to power community websites. The collaborative encyclopedia, Wikipedia, is one of the best-known wikis.” [From Wikipedia.
<http://en.wikipedia.org/wiki/Wiki> Retrieved 12 October, 2010.]

For an excellent (very basic) introduction to the concept of wikis, try:
<http://www.commoncraft.com/video-wikis-plain-english>

This tip sheet is primarily concerned with the basics of editing an existing wiki space created using the [wikispaces.com](http://www.wikispaces.com) Web site. First you must become a member of wikispaces.com. To do this, go to <http://www.wikispaces.com/> and follow their instructions to establish your free account. I suggest that you write down the login name and password that you select in this process as you will need them throughout the quarter.

Create a new wiki site of your own: Once you have an account, you will be able to create a site of your own. You will need to do this in order to establish your portfolio. To create a new wiki site, sign in then look near the top-right corner of the page. You should see your login name followed by “My Wikis”, etc.

mroddy ·  My Wikis ·  My Account

Click on your login name or on “My Account.” This will take you to a page where, near the top of the page you will see a button labeled “+ Create a New Wiki.” Click there to begin the process of creating your own wikispace. Once you have this done, you can use the directions that follow to build your site (or to modify the class site).

+ Create a New Wiki

Edit an existing page: You can edit an existing page (unless it has been “locked”) by clicking on the “Edit” tab near the top of the page. When you do so, the look of the page will change but the content will still be there. You will have an Editor tool bar along the top of the page. These tools allow you to do some simple



formatting of your text (e.g., underline, **bold**, etc.), to make numbered or bulleted lists, to insert a horizontal line, and to insert and delete links, images and other content in the page. You do not have all the options you might have in a full-fledged word processor and sometimes they don’t work quite as you expect but there they are. (You may get better results if you do your editing with the browsers, Explorer 6 or 7, or Firefox 3.x.)

Uploading and inserting images and files: If you want to place an image on the page or make a file available for download on the page you must first upload the file to the server where the wiki space is housed. To do so, click on the “Insert Images and Files” icon. This will bring you an “Images & Files” dialog box where you can see (and select) any files that have already been uploaded or where you can effect the uploading process. To upload a file you must first choose it. Click the “Upload Files” tab, then the “Upload” button and navigate to the image or file (e.g., a Word document) on



your computer and choose it. The file will be uploaded to the wikispaces Web site's server and an icon representing the file will appear in the dialog box you are using. Double-click the icon in order to insert the icon representing the file on your wiki page. When someone visits the wiki page they will click this icon to download it to their computer.

Add a link to another page or to an external Web site: To link from an existing element of your page to something else, select and highlight an element of the page (e.g., a word, phrase or image) then click the link icon. This will bring you to a “Insert Link” dialog box where you will choose (by clicking on the appropriate tab at the top of the box) whether you want to link to an existing page in the wiki space (“Wiki Link”), in which case you will use the “Choose an existing page” option, or to create an “External Link” to an existing site out on the Web, in which case you will need to paste (or type) the URL for the site and click the “Add Link” button.



Adding a new page: You can add a new page to the wiki space by clicking on “New Page” near the top-left corner of any page. (If you want to do this, do not click the EDIT tab first.) You will be guided to enter the name of the page and click “Create.” (Tags are optional.) You will be presented with a blank page to edit and save. If you want to **delete the page** (and you have sufficient privileges to do so) you will have to click on “Manage Wiki” near the upper-left corner of the page, then on “Pages” under the Content heading. This will give you a list of all the pages in the site and options under the Actions heading at the far right, to print, lock, delete, rename, etc. any of the pages (unless they have already been locked by the site organizer).

HELP: You can get a good deal of directions / help by clicking on “Help” near the upper-right corner of any page.